



CAPITOL POLICE DEPARTMENT

CHIEF OF POLICE

This position reports to the Sergeant-at-Arms for the Vermont General Assembly.

With the departure of our former Chief of Police, we have embarked on a nationwide search to find an exceptionally qualified individual to be the next Chief of Police for the Vermont Capitol Police Department located in Montpelier, Vermont.

This is a unique department with a focus on securing and protecting the Capitol building and its occupants, visitors, vendors and guests. The entire police department works Monday-Friday with occasional weekend assignments.

Description:

Montpelier, Vermont is 37 miles from Burlington International Airport, Burlington, Vermont and 86 miles from the Canadian border. Montpelier is the capital city of Vermont. Our workspace is in the 1859 Vermont State House which is a gold-domed Greek Revival building with decorative and fine art collections. Of additional interest is a multimedia exhibit and mural depicting the state's history at the adjacent Vermont History Museum.

Please note this is a state that protects and respects the rights of its citizens. If you come here to visit, you will not want to leave!

About the position:

Our next chief will uphold the robust bond between law enforcement and the Capitol community, further our dedication to public safety, champion community policing, and enhance the work-life environment for our elected officials.

The ideal candidate will have impeccable integrity and be an effective communicator who is genuine, personable, welcoming, and humble in all facets of their interactions with department members, Capitol staff, and the community. The next chief will recognize the complexities of policing a small environment within our capitol city, including the necessity of strong partnerships with allied agencies, elected officials and other stakeholders. The next chief will embrace technological advancements, as well as continue to build on the communication, integrity, and transparency of the department, while ensuring the department operates at the highest possible standards of efficiency and effectiveness.

Under administrative direction, the chief performs a variety of administrative, supervisory and professional work in planning, coordinating, and directing the activities of the Vermont Capitol Police Department. This position performs primary and exclusive responsibility over all

administrative and internal affairs, command, and supervision over all police personnel, and enforcement of all State laws. This is an at-will management position.

Note: all sworn employees are at-will. There are no contracts, unions, or bargaining agreements. In the State of Vermont, Level III sworn officers are required to retire at age 57.

Compensation:

The Chief of Police salary will be paid according to commensurate experience. The range is \$82,278 - \$139,873.

Essential Functions:

Essential duties and responsibilities may include, but are not limited to, the following:

- Plans, organizes, and directs the activities of sworn officers engaged in police department operations; coordinates, supervises, and evaluates police department operations.
- Develops and establishes policies and procedures for the department in order to implement directives from the Sergeant-at-Arms and in compliance with applicable laws.
- Plans and implements law enforcement programs for the Capitol that align with the expectations of the Sergeant-at-Arms; reviews department performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as needed.
- Ensures that officers are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities or for associations with other cases.
- In collaboration with the Sergeant-at-Arms, coordinates the preparation and presentation of an annual budget for the department, plans for and reviews specifications for new or replaced equipment.
- Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of police department operations.
- Trains and develops departmental personnel; addresses grievances; maintains departmental discipline and general conduct and behavior of assigned personnel.
- Prepares and submits an annual strategic plan to the Sergeant-at-Arms regarding the department's activities and prepares a variety of other reports as appropriate.
- Meets with elected and appointed officials, other law enforcement officials, community and business representatives, and the public on all aspects of the department's activities.
- Attends conferences, seminars, and meetings to keep abreast of current trends in the field; represents the Capitol Police Department in a variety of local, County, State, and other meetings.

- Interviews and hires candidates for positions within the department.
- Cooperates with local, county, state, and federal law enforcement officers as appropriate where activities of the police department are involved.
- Ensures that laws and ordinances are enforced and that the public peace and safety are maintained.

NOTE: Essential functions, as defined under the Americans with Disabilities Act, may include any of the above representative duties, knowledge, and skills. This above list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function.

Education, Training, and Experience:

The successful candidate will hold a Bachelor's Degree from an accredited college or university police administration, criminal justice or related field. A Master's Degree and Command College or FBI Academy graduate is desirable. Ten years of law enforcement experience, including at least two years in leadership roles at the rank of police lieutenant or higher. Ability to become a certified peace officer in the State of Vermont within one year. A valid driver's license is required prior to operating state owned or leased vehicles. Any combination of experience that would likely provide the required knowledge is qualifying.

Candidates who can demonstrate experience leading and supervising subordinate supervisors are preferred.

Additional Knowledge:

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Modern law enforcement principles, procedures, techniques, and equipment.
- Leadership and management principles and practices.
- Budget development, forecasting, and implementation practices, procedures, and methods.
- Police department operations and emergency response protocols.

Skilled in:

- Preparing clear and concise reports.
- Developing and implementing effective policies and procedures.
- Interacting tactfully and professionally with elected officials and their staffs, outside agencies, and the public.
- Providing effective supervision, leadership, and direction to assigned personnel.
- Administering budgets.
- Exercising sound judgment in evaluating situations and in making decisions.

- Establishing and maintaining effective working relationships.
- Communicating effectively both verbally and in writing.
- Develop goals and objectives for the department.
- Plan and direct a training program for the department.
- Stay abreast of new trends and innovations in law enforcement field
- Function during a declared emergency utilizing the Incident Command System (ICS)

In addition to the essential job functions, the successful candidate must possess the following personal characteristics:

- Outstanding and visionary leadership to the department and Capitol's future, demonstrating a high level of initiative, resourcefulness, creativity, problem-solving skills, and impartiality.
- Exceptional ability to deal effectively and courteously with people.
- Demonstrated record of leadership and administrative ability.
- Ability to work effectively as a team leader and a team member.
- Personal and professional integrity of the highest order.

License and Certification Requirements:

- Must possess a valid driver's license.
 - Must maintain efficiency with a firearm as demonstrated by annual qualification.
 - Must possess Vermont Level III certification or obtain and maintain certification from the State of Vermont Criminal Justice Council within one year of appointment. (This timeline may be adjusted based on access to Vermont lateral processes [VCJC]).
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Physical Demands/Working Environment:

Work is performed in a standard office environment. Some occasional field work may be required, which includes exposure to various outdoor weather conditions, firearms, airborne particles, and caustic chemicals.

How to Apply:

To apply, please submit a resume and a cover letter by e-mail to: HRApplications@leg.state.vt.us. Please put your name and "chief of capitol police" in the subject field of the e-mail. The position will be posted until filled.

The Vermont General Assembly is an equal opportunity employer and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.